

Fall 1988

Guide for Part-Time Faculty, 1st Edition

WKU Council of Academic Deans

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GUIDE FOR PART-TIME FACULTY

1st Edition, Fall 1988

INTRODUCTION

This Guide for Part-Time Faculty is an official publication of Western Kentucky University, and is intended to assist part-time faculty by highlighting information relevant to part-time instruction. This guide complements the Faculty Handbook, the University Bulletin, and the University's Personnel Manual. Part-time instructors should familiarize themselves with those publications, which are available in departmental offices, but they may use this guide as a supplement for quick reference.

ADMINISTRATION

Definition

Part-time teachers are members of the university faculty. The Faculty Handbook provides the rank of "University Lecturer" as a special faculty appointment for "qualified individuals who are employed on a part-time basis to teach university classes." (page 8) Because part-time faculty hold special appointments, university policies in regard to faculty apply only in the special senses developed below. Of course, the guidelines for rank and tenure in regard to regular appointments do not apply. At the same time, the University recognizes the important, often unique contributions of its part-time faculty, and it makes every effort to treat part-time faculty members in a collegial and professional manner. This Guide is an attempt both to regularize and to personalize the employment of part-time faculty.

It should be recognized that special appointments of part-time faculty can be beneficial to all parties if properly conducted. The University often finds itself in need of extra teaching help or specific teaching skills which cannot be met through the regular faculty, especially in periods of transitions created by shifts in enrollments or budgets. At the same time, part-time employment can prove helpful to individuals in order to develop teaching skills, to establish academic credentials, and to supplement income, especially in retirement. Of course, this relationship through part-time employment becomes mutually beneficial when both the University and the faculty member make a collegial and professional commitment to their contracts. The communication of this mutual commitment is the primary purpose of this Guide.

Qualifications

The Southern Association of Colleges and Schools, which is the regional accreditation agency for Western, requires the University to certify that all part-time faculty meet minimum requirements for educational preparation.

Part-time faculty teaching courses for regular credit at the associate and baccalaureate degree levels should have completed at least 18 graduate semester hours in their teaching fields and hold the master's degree. The employment of any faculty who do not meet these criteria must be justified, in writing, by the department head. In professional and technical fields, where job experience may be more valuable than academic preparation, and in various fields of the visual and performing arts, where training and experience other than graduate study may provide excellent preparation for college teaching, departments may employ instructors who do not hold the terminal degree. Nevertheless, the minimum academic preparation for faculty must be at the degree level being taught. The department head must keep on file documentation of work experience, certifications, and other qualifications if these are to substitute for or supplement formal academic preparation.

In order to encourage otherwise qualified prospective part-time faculty to meet the 18 graduate semester hours requirement, the University has adopted the following policy: Tuition scholarships covering one-half (1/2) graduate tuition will be provided to prospective part-time faculty approved by the appropriate academic department and dean who agree to teach (if needed) one course at Western for each graduate course taken on scholarship within two years after the 18th graduate hour is earned. Individuals who have completed 15 of the required 18 hours may teach during the semester in which they are completing their 18th hour.

Part-time faculty teaching at the graduate level should hold the highest earned degree in their disciplines, although in exceptional cases extensive professional experience or scholarly or creative activity may substitute for the highest earned degree. The department head should justify, in writing, the employment of faculty who do not hold the terminal degree in their fields, and shall keep on file documentation of work experience, certifications, and other qualifications if these are to substitute for or supplement formal academic preparation. In such cases, the faculty teaching graduate or professional level courses must, as a minimum, have earned a master's degree and completed at least 18 graduate semester hours in their teaching field. In addition, instructors who teach graduate courses approved by and under the authority of the Graduate Faculty must be approved by the Dean of the Graduate College.

Employment

The form Certification of Qualifications of Part-time Faculty must be completed the first time faculty are employed or reemployed after August 15, 1988. If a specific part-time faculty member is employed or reemployed subsequently to teach courses in the same field, this form need not be resubmitted. Similarly, this form is not required for faculty whose qualifications were certified at the time of their original appointment by the Board of Regents (for example, retired full-time faculty).

In addition, the form, Terms of Employment and Assignment for Part-time Faculty, must be completed for all part-time faculty each semester. The form must be signed by the department head, and the dean. A copy of the form must be sent to the Office of The Vice President for Academic Affairs no later than one week after the appointment. Both of these forms are available in departmental offices.

Appointment

When increased enrollment or other special needs necessitate a part-time appointment, a qualified applicant is then appointed. The special appointment, however, begins only after: (1) departmental review of the situation, (2) the certification of the qualifications of the appointee, and (3) the approval of the department head and dean.

Evaluation

Part-time instructors will be evaluated by their department heads, who may use combinations of any of these sources: student evaluations, personal interviews with the instructor and/or students, examination of the syllabi, tests, handouts, student work, etc. Evaluations should be conducted following each semester or year of service and used in determining future appointment recommendations. Any such evaluation will be shared with the part-time faculty member.

Compensation

Part-time faculty will be appointed and paid in accordance with the following qualifications:

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| Grade I | Part-time instructors in this category should meet minimum requirements appropriate to the teaching field. (Salary--\$1,080) |
| Grade II | Part-time instructors in this category should have a minimum of three-years related experience in Grade I or possess the appropriate terminal degree. (Salary--\$1,170) |
| Grade III | Part-time instructors in this category should possess the appropriate terminal degree and have a minimum of three years related experience. (Salary--\$1,260) |

Part-time paychecks are distributed in departmental offices on the 30th of each month September to December and on the 15th of each month February to May.

Employee Benefits

At present, part-time faculty benefits include Worker's Compensation and Social Security. In addition, part-time faculty may elect to join the Kentucky Retirement System under certain conditions. (Personnel Policies, 74-75)

Each department has budgeted funds for professional travel, which are available to part-time faculty. Authorization for travel must be made by the department head before the trip is made. Travel expenses are usually paid by the individual, who is later reimbursed after filing an expense voucher.

In the case of travel related to teaching in the Extended Campus Program, faculty will be reimbursed for mileage. However, faculty who travel from their place of residence to the Western Kentucky University main campus (the official work station) to engage in full-time or part-time instruction will not be reimbursed for mileage as state policy prohibits the payment of mileage for travel to the official work station.

The University provides identification cards for all employees including part-time faculty, through the Personnel office in Wetherby basement. The card can be used for checking books from the University Libraries, cashing checks at the Business Office, University Book Store discounts, and entry to recreational facilities. Part-time members can purchase parking stickers at the Public Safety office.

Part-time faculty may join the Western Kentucky University Credit Union. The WKU Credit Union, Inc. provides high-yield savings and low-cost loan services for its faculty and staff. Faculty may invest in regular share accounts, share certificates, money market certificates, and holiday club accounts. Interest-bearing share draft (checking) accounts are available to members as well as ATM cards which can be used state-wide. Direct deposit of net paychecks is an optional service as well.

All part-time faculty receive tuition discounts according to their percentage of a full load taught. The discount must be used during the semester when teaching. Spouses are entitled to half of this discount.

INSTRUCTION AND SUPPORT

Part-time faculty members receive the same support for instruction as full-time faculty. These support services include classroom supplies and equipment, which are available through departmental offices. Professional secretarial help is also available to part-time faculty members for typing, duplicating and printing of teaching and/or professional materials. The Divisions of Library, Computer, and Media Services are also ready to provide services to part-time faculty. (Faculty Handbook, pages 46-49)

Syllabus

Part-time faculty should develop a complete course syllabus consisting of the following elements. Department heads will be able to supply relevant information and sample syllabi.

Department, Prefix, Number, and Credit Hours

Text(s), supplemental and other required readings and reference

Course Objectives

Course Outline

Course Requirements, including required activities, papers, quizzes, exams, oral reports, projects, field assignments, or laboratory experiences.

Additional requirements for graduate students in classes taught concurrently with undergraduate students (400 and 400G classes)

Evaluation methods

Attendance policy

The syllabus should be placed on file in the departmental office and should be distributed to students not later than the second meeting of the course.

Scheduling of Classes

Most of the classes of the University meet on a 5-10 scheduling system, which means that classes meet five times every two weeks. The system works in the following manner: one week classes which meet on Monday and Wednesday will also meet on Friday. The next week classes which meet on Tuesday and Thursday will meet on Friday. This makes it possible to schedule classes at the same hour both on Monday and Wednesday and Tuesday and Thursday, because the classes will meet at that time on alternating Fridays. This provides greater flexibility in the scheduling of classes. Because of the 5-10 scheduling system, classes meet for 60 minutes. Laboratories usually meet for longer periods.

Evaluation of Student Performance

Each faculty member has an obligation to evaluate the academic achievements of students in a manner consistent with the statements of the purposes and principles of grading found in the Bulletin. (Pages 46-47)

Tests and Examinations

Testing and examination procedures are left largely to the individual faculty members; however, University policy requires that, at the beginning of each course, the faculty inform each student in writing regarding the factors to be considered in determining grades and the specific weight to be assigned to each of the factors.

Final exam schedules are printed in each University schedule. Examinations are expected to be held at the time and place scheduled.

Academic Offenses

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature. (Faculty Handbook, pages 44-45)

Student Complaint Procedure

The four-step procedure for resolving a student's complaint concerning an academic matter is found in the Bulletin. (Page 50)

Attendance

All faculty have responsibility for recording the attendance and absence of their students. Faculty may be requested periodically to give information concerning attendance or verification of the last date of attendance; therefore, faculty are advised to check the roll at each class meeting. Attendance policies may vary from department to department and, occasionally, from course to course. Faculty, thus, must know the appropriate policy and present it to the students in writing as part of the course syllabus.

Class Rolls

The day following registration, the Registrar's Office sends to each faculty member an official roll for each class. After the official drop-add period, the Registrar's office issues an official roll for each class which, once verified by the instructor, is to be used to submit to the Registrar's Office a mid-semester deficiency in accordance with instructions which will come from the Registrar. If a student is attending class and his or her name is not on the class roll, it is extremely important that the faculty member send the student to the Registrar's Office. A final class roll, issued just prior to the end of term, is used for reporting final grades.

Grade Reporting

It is the responsibility of each faculty member to assign and report a grade for each student who is enrolled in class within the specified time listed on the semester calendar. All grades are reported to the Registrar's Office on the official class roll and in accordance with instructions issued by the Registrar. Once a grade is reported it may be changed only by the appropriate faculty with the approval of the department head. Such changes must be made on the official form provided by the Registrar's Office and available in the office of the department head.

Grade Books

Grade books are to be a part of the official class records of each faculty member. It is a policy of the University that an accurate account be kept in this book of the attendance, grades, and other data of the faculty member's choosing which will give an account of the progress of the student. Grade books should be turned in to the department head if work at the University is completed.

Student Records

The Registrar's Office maintains a current record of each student's academic progress at the University. These records are confidential but accessible to faculty for advisement or other professional purposes. A faculty member desiring to check a student's record should contact the Registrar's Office. Faculty should be familiar with the Family Educational Rights and Privacy Act of 1974 and Western's guidelines. (See Appendix of Faculty Handbook)

Absence from Work

All faculty members are expected to meet their classes regularly and promptly at the scheduled time. The department head should be notified immediately of illness, death in the family, or other emergencies necessitating absence from campus. Sick leave and annual leave are not provided for part-time faculty appointments.

University Closings

Scheduled Closings. Notices of official closings and holidays are presented in the University schedule of classes or provided through official channels.

Hazardous Weather. When inclement weather or other events should delay or cancel classes, official word is channeled from the Vice President for Academic Affairs to the academic deans and department heads. If in doubt, faculty may contact the appropriate departmental office between 8:00 a.m. and 4:30 p.m.

Departmental Policies

In many cases, individual departments have developed policies and procedures specifically pertaining to part-time faculty. These may include attendance at faculty meetings, voting privileges, student conferences, office hours, or other necessary activities. Many departments require orientation sessions to help the part-time faculty member prepare for classes and other duties. The department head should communicate specific policies to the part-time faculty prior to employment.

Forwarding Addresses

Part-time faculty should leave changes in addresses and telephone numbers in the departmental offices so that they can be reached easily, if needed, after the semester is completed.

UNIVERSITIES LIBRARIES

Western Kentucky University Libraries provide services through the Margie Helm-Cravens Library (located near the center of campus), the Educational Resources Center (366 Page Hall), the Science Library (125 Thompson Complex, Central Wing), the Kentucky Library and the Kentucky Museum (both located in the Kentucky Building).

Library hours vary depending upon time of year and location, however, the hours of operation are posted at each library as well as in the College Height Herald and the On Campus publication. The holdings of the WKU libraries are in the Computer Output Microfiche (COM) Catalog. For the benefit of users, COM Catalog readers are conveniently located in every residence hall, in each academic building on campus, in all the branch libraries, as well as throughout the Helm-Cravens Library. COM Catalogs are also located at extended campus area centers and at several public libraries.

Faculty members receive a WKU identification card which entitles them to borrow books from the libraries. Circulating books may be checked out by faculty for one semester, subject to recall after fourteen days if requested by another library patron.

Faculty who wish to place library materials on reserve for class use may use the Cravens Library, the Science Library or the Educational Resources Center. Reserve materials may be circulated for library use only, overnight, three or seven days at the instructors's choice.

Library faculty are available to assist teaching faculty in planning for better student utilization of the Libraries. They will assist faculty in ascertaining if specific subject resources and information are available for student use, in planning an exercise using library materials, or in arranging an instructional session conducted by a librarian on pertinent resources and their use.

The WKU Libraries have set up a special program to assist faculty teaching extended campus courses. Through a toll-free number (1-800-922-WKUL), the library provides access to books, copies of journal articles, and reference assistance for extended campus students.

Faculty may gain access to materials not in our collections through the Online Search Service, Interlibrary Loan and the Center for Research Libraries.

Copy service, chargeable to departmental budgets, is provided on the fourth floor of the Cravens Building and at the Science Library. Coin-operated copying machines are located in Helm-Cravens Library, the Educational Resources Center, and the Science Library. Copying is available upon request at the Kentucky Library.

Printed guides describing the many services and collections available in the WKU Libraries may be obtained at each service area or branch. We invite part-time faculty to visit the library and to become familiar with the reference librarian who serves their field of interest.

CONCLUSION

We hope part-time faculty will find their more general questions and concerns answered in this Guide. Relevant passages from the Faculty Handbook, the University Bulletin, and the Personnel Policies are appended, but all faculty should familiarize themselves with these documents, which are available in departmental offices. Department heads will also provide information about the programs and policies of specific departments. They can also direct part-time faculty to the appropriate offices and/or officials of the University to receive further help with any concern.